

# ALiS

## Centralized Licensing, Inspections and Complaints System (CLICS)

### Sewage Programs – Septic Tank Loan Certificates – Consumer Log On Instructions

The Sewage Programs application is used for Septic Tank Loan Certificates. Please use this document to assist you in completing your online application. Additional support and system requirements can be found at [http://dpbh.nv.gov/Reg/LoanCert/Septic Tank Loan Certification - Home/](http://dpbh.nv.gov/Reg/LoanCert/Septic_Tank_Loan_Certification_-_Home/). For questions specific to your application, please contact your local field office.

#### Step 1: Initial Registration

To begin the licensing process, go to <https://nvdpbh.athent.com/login.aspx> and then click on the Environmental Health tab. Select the blue “Click Here” after “Apply for a Common Business Application”:

**USER LOGIN**

Login Name

Password

Forgot Login/Password

Password is case sensitive.

Already Licensed by NV DPBH: [Register Here](#)

**NEW APPLICANTS APPLY HERE**

To apply for a Common Business Application: [Click Here](#)

To apply for Temporary Food Permit: [Click Here](#)

To Search for an Environmental Health Facility Licensee: [Click Here](#)

HCQC Child Care **Environmental Health**

**ENVIRONMENTAL HEALTH SECTION  
ONLINE PERMITS AND RENEWALS SYSTEM**

State of Nevada Division of Public and Behavioral Health EHS issues permits **ONLY** in these counties: CHURCHILL, ELKO, ESERALDA, EUREKA, HUMBOLT, LANDER, LINCOLN, LYON, MINERAL, NYE, PERSHING, STOREY, WHITE PINE COUNTIES AND INSTITUTIONS OF HIGHER LEARNING IN WASHOE COUNTY.

**IF YOU ARE APPLYING FOR A PERMIT IN CARSON CITY, DOUGLAS COUNTY, WASHOE COUNTY OR CLARK COUNTY, PLEASE CALL THE MAIN OFFICE AT 775-687-7533 BEFORE APPLYING.**

**ANNUAL PERMITS**

**RETURN USERS:** Type in your user name, password and then click on the LOGIN box.

**LICENSED FACILITIES:** Please log in the first time with your one time use “WEB ID” under “Already Licensed by NV DPBH: Register Here”

**NEW USERS:** Select “COMMON BUSINESS LICENSE APPLICATION” and follow the on-screen directions.

Select the Common Business Application on the left hand side to apply for the following annual license types:

- Food Establishment
- Food Establishment Exemption (NRS 446.870)
- Cottage Food Registration
- Institutions
  - County Jails
  - State Honor Camps
  - Public, Private and Charter

This will bring you to the Initial User Registration Page:

Fields marked with asterisk (\*) are required.

### Initial User Registration - Environmental Health Section

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#### Facility Information

Nevada Business ID is issued by Secretary of State (SoS) through common business registration process using SilverFlume To find more details about common business registration process [Click Here](#) .This always begins with NV followed by 11 numbers.

Facility Name (DBA Name) \*  NV Business ID

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#### Mailing Address

Country \*  Address \*  Apt/Unit/etc.   
City \*  State/Province \*  County \*   
Zip \*  Primary Phone # - Ext \*   Alternate Phone # - Ext.    
Fax  Primary-Email \*  Alternate E-mail

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#### Online Account Information

Login Name \*   
Password \*  Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.  
Re-type Password \*

You will need to fill out the following:

- **Facility Name (DBA):** this should be the registered name of your business. **Realtor or Owner of the built ISDS: use the construction address (if known) or county assessor parcel number (APN).**
- **NV Business ID:** Only fill this out if you have a state business license that is associated with the permit you are applying for. It would be "NV" followed by 11 numbers. **Skip this field.**
- **Mailing Address Section:**
  - Enter the street address or PO Box where you receive correspondence for your business or home
  - City/State/County/Zip: enter the appropriate values that go with the mailing address
  - Phone/Email: use the phone/email you wish EHS to contact you at regarding your application and permit
- **Account Information (Login):**
  - The Login Name can be anything using A-Z and 0-9. Take note of it before submitting the form so you don't forget.
  - Password: must conform to the text in red, for example "MyBusiness.6" contains all the elements needed. Make the password something you can remember, but not easy to guess.
- When you are done with the form, click the **Register** button.

## Step 2: Application Types

Select "Sewage Programs" and then in the area that appears below select one option. If you are not sure which credential type you need, click the blue "Information" link for more details on the credential.

When you are finished click the **Next** button.

#### Application Type \*

Which application would you like to apply?

Food Establishment       Public Bathing Place  
 Cottage Food Registration       Public Accommodations  
 Food Establishment Exemption       Drug/Cosmetic Manufacturer  
 Shellfish Distributor       Camping and Recreational Vehicle Park  
 Bottled Water Distributor       Institutions  
 Certificates of Free Sale       Sewage Programs  
 Farm to Fork Registration

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#### Credential

<input type="checkbox"/> INDIVIDUAL SEWAGE DISPOSAL SYSTEM <a href="#">INFORMATION</a>	Endorsement	N/A
<input type="checkbox"/> SEPTIC TANK PUMPING CONTRACTOR <a href="#">INFORMATION</a>	Endorsement	N/A
<input type="checkbox"/> SEPTIC TANK LOAN CERTIFICATIONS <a href="#">INFORMATION</a>	Endorsement	N/A

# Address Information:

This screen collects information specific to the Address of the ISDS

- **Address Information**
  - o **Mailing Address Realtor or Owner of ISDS, this is the address you would like to certificate mailed to.**
  - o **Physical Address of Facility: This is the address the ISDS is located, or APN**

Requested Credential(s) : SEPTIC TANK LOAN CERTIFICATIONS



Please review Address Information for accuracy.

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Mailing Address				Copy From	
Country *	UNITED STATES				
Address *	4150 TECHNOLOGY WAY	Apt/Unit/etc.			
City *	CARSON CITY	State/Province *	NEVADA	County *	HUMBOLDT
Zip *	89511	Primary Phone # - Ext *	111-111-1111	Alternate Phone # - Ext.	
Fax		Primary-E-mail *	SKUMAR@DEL.AITHENT	Alternate E-mail	

Physical Address of Facility				Copy From	
Country	UNITED STATES				
Contact Person					
Address *	4150 TECHNOLOGY WAY	Apt/Unit/etc.			
City	CARSON CITY	State/Province	NEVADA	County *	HUMBOLDT
Zip	89511	Primary Phone # - Ext	111-111-1111	Alternate Phone # - Ext.	
Fax		Primary-E-mail	SKUMAR@DEL.AITHENT	Alternate E-mail	

Reset

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When you are finished filling out the form, click the **Next** button.

# Additional Information:

It has many fields you may complete, but only the ones marked with a red \* are required:

- **Establishment Name/Address:** use the address of the Home, or county assessor parcel number (APN).
- **Responsible Entity Name:** Enter Current Owner name here
- **Number of Rooms:** Number of bedrooms in the home
- **County:** Select the county in which the Residence is located
- **Plan Review option:** All ISDS applications require a plan review. All new systems require a full plan review; contact your local field office before applying for a remodel plan review. Selecting the incorrect response will delay your application review.

When you are finished entering all the information for all licenses, click the **Next** button.

Requested Credential(s) : **SEPTIC TANK LOAN CERTIFICATIONS**



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**Additional Information - SEPTIC TANK LOAN CERTIFICATIONS**

Complete the information that is applicable to your permit type. Leave blank if it not applicable.

Establishment Name/Address *	<input type="text" value="APN 043-011-02"/>		
Responsible Entity Name *	<input type="text" value="ROBERT ROBERTSON"/>	FDA Certification #	<input type="text"/>
Number of seats including outside seating area	<input type="text"/>	Facility area in square feet	<input type="text"/>
Number of drive up windows	<input type="text"/>	Label count	<input type="text"/>
Camping spaces	<input type="text"/>	Total number of rooms	<input type="text" value="4"/>
Total number of workers	<input type="text"/>	Total number of vehicle	<input type="text"/>
Open Date	<input type="text"/>	Close Date	<input type="text"/>

For which county you would like to register your business? \*     ▾

Most of the new businesses require a plan review. Please [click here](#) to understand plan review requirements or give us a call at (775) 687-7533

Does your new business require a plan review? If you are not sure, please give us a call at (775) 687-7533 \*     Yes     No

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**Reset**

## Questions:

This page displays a list of questions that must be answered regarding your permit type.

Requested Credential(s) : **SEPTIC TANK LOAN CERTIFICATIONS**



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**Questions**

#	Question	Response
1	Are you or anyone listed in the application now licensed or have been previously licensed for the similar business? If yes, please list the state Agency, type of license and license number.	<input type="radio"/> Yes <input type="radio"/> No

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**Reset**

When you are finished with the questionnaire, click the **Next** button.

# Attestation and Electronic Signature:

Read the legal statements and agree by checking the box to the left. Enter your full name (this is your digital signature) and the current date. When you are done, select “**Submit Application**”.

Requested Credential(s) : **SEPTIC TANK LOAN CERTIFICATIONS**



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**Attestation**

**You must check the following:**

- The act of affixing and executing the following signature is made with the present intent to identify myself as the authorized person signing this document and with the present intent to authenticate my signature as such.  
I am declaring, under penalty of perjury, that the information I am about to submit to the Nevada Division of Public and Behavioral Health is true and correct, is not submitted for any improper purpose, and that I am authorized to submit the information.  
I understand it is unlawful to submit any illegal, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by state and federal law, to the Nevada Division of Public and Behavioral Health, and agree to indemnify the Nevada Division of Public and Behavioral Health, and any other parties entitled thereto, for any damages incurred for any unlawful, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by the federal and state law, submitted to the Nevada Division of Public and Behavioral Health by my use of this electronic filing system.  
I further understand that I may be subject to criminal and/or civil penalties for submitting any unlawful unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by federal and state law.  
I understand and agree that all information submitted is the property of the Nevada Division of Public and Behavioral Health, and may be monitored for all lawful purposes.  
I further understand that during such monitoring, all information, including personal information placed on this system, may be examined, copied, and used for any authorized purpose.  
I understand that I am responsible for any errors or omissions in the input of information and that I am also responsible for reviewing all information for completeness and correctness prior to submission.  
declare under penalty of perjury that the foregoing is true and correct.
- I hereby attest that the above information is true and correct. I have read, understand and agree to comply with the rules and regulations pertaining the the specific statutory type of entity for which this licensure application is made.
- Fees paid will not be refunded for failure to obtain approval, voluntary withdrawal or cancellation of the event.

Name \*  Date \*

**Submit Application**

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## Fees:

“Fee Details” explains what fees are being charged for this credential type. **Please review these charges** and contact your local field office if you see an error or do not understand the charges before you pay.

When ready, select **Pay Now** to continue.

Fee Details	
Licensing fee (107-SEPTIC TANK LOAN CERTIFICATIONS)	\$133.00
<b>Total Fee</b>	<b>\$133.00</b>

**Do NOT push the “Pay Now” button more than once.  
Do not push the go back arrow using your browser. To review or update your application information click on “Edit Application”.  
Failure to comply with these instructions may result in multiple charges.**



You will be redirected to the secure payment gateway.

Select your payment method:

**How would you like to pay?**

**Card**

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PAY BY

**eCheck**

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PAY WITH

Fill out the form (which depends on the selected payment method) and submit when completed.

Update: 06/08/2017

# IMPORTANT NOTICE: YOU ARE NOT DONE YET

## Checklist: Applications and Documentation

After the payment has been processed, you will see one of the following checklists. You must add each requested document before your application can be processed. Note your transaction number in bold. Your receipt will have been emailed, but you may also view or print it from this page. You may also save a copy of the application summary for your records.

Some checklist items may be optional depending on your situation. Click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do this, a popup will appear with directions on how to upload your document(s).

### Sample ISDS Loan Certificate Checklist:

**Confirmation**

**YOUR APPLICATION IS NOT COMPLETE AND A PERMIT CANNOT BE ISSUED UNTIL THE APPLICATION AND OTHER REQUESTED DOCUMENTS ARE ATTACHED BELOW.**

**IF THERE IS NO CHECKLIST OR DOCUMENTS ATTACHMENT SECTION HERE YOU ARE NOT REQUIRED TO ATTACH A DOCUMENT.**

Thank you for using our online services. Your **Sewage Programs** has been submitted to **Environmental Health Section** program of NV DPBH. Your online transaction number is **176547**. If we need any additional information; we will contact you.

The payment receipt has been sent to: [SKUMAR@DEL.AITHENT.COM](mailto:SKUMAR@DEL.AITHENT.COM)

If you would like to print your payment receipt: [click here](#)

To view the application summary: [click here](#)

**Checklist**

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Credential Type	Item	View/Attach	Item Status
1	All	Additional supporting documents	<a href="#">Documents (0)</a>	N/A
2	SEPTIC TANK LOAN CERTIFICATIONS	Septic Tank Loan Certification Application. <a href="#">Click here</a> for application.	<a href="#">Documents (0)</a>	Pending
3	SEPTIC TANK LOAN CERTIFICATIONS	Plot plan drawn to scale	<a href="#">Documents (0)</a>	Pending

[Return to Home](#)

[Logout](#)

When all required items are uploaded and have been reviewed by EHS staff, your application will be processed.

## Returning to your account:

To return to your account to complete an application or manage your licenses, go to

<https://nvdpbh.aithent.com/login.aspx>, enter your user name and password and then click the **Login** button:

**USER LOGIN**

Login Name

Password

[Forgot Login/Password](#) [Login](#)

Password is case sensitive.

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  - o County Jails
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  - o Public, Private and Charter

Update: 06/08/2017

You will see a menu on the left side:

**Contact Information**  
Name: CONSTRUCTION PERMIT  
727 FAIRVIEW DR.  
STE D  
CARSON CITY NV 89701  
Phone #: 775-687-7533  
Email: [EHSCUSTOMERSERVICE@HEALTH.NV](mailto:EHSCUSTOMERSERVICE@HEALTH.NV)

WHAT DO YOU WANT TO DO?
View Pending Online Application(s)
Renew
Apply for New License
Print Receipt
Statement of Deficiency/OOC
Pay Invoice(s)
Remodel
Change Contact Information
View Credential(s)
Change Password

Select what action you would like to take now that you're logged in. With most sewage program permits you will likely use:

- **View Pending Online Application:** to continue the application
- **Renew:** to renew an existing annual permit (septic pumpers only)
- **Apply for a new license:** to apply for a new permit under the same contractor's license (**ISDS only**)
- **Print Receipt:** to review receipts
- **Pay Invoice(s):** to pay invoices EHS has assessed, other than renewals
- **View Credential(s):** to view a list of all permits under this account
- **Change Password:** to change your password

Contact your local field office for instructions before selecting the other options.

To complete pending applications, select "View Pending Online Application(s)". You will see a list of applications for review. To continue an application you started **but have not submitted or paid for**, select "Continue Application". To add documents to an incomplete checklist, select "View Details":

Pending / Incomplete Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Sewage Programs	175219	06/08/2017	Review by State	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Withdraw</a>
Sewage Programs	175237				<a href="#">Continue Application</a>	<a href="#">Withdraw</a>

Follow the instructions elsewhere in this document to complete your application.

For instructions on how to complete a renewal application or pay an invoice, see the applicable guidance documents on <http://dpbh.nv.gov/Reg/CLICS/dta/FAQ/CLICS-FAQs/>.